

DEPUTY COMMISSIONER  
CIVIL DEFENSE AND DISASTER PREPAREDNESS

Rev. 05/04  
Erie County  
Non-Comp.  
JG: XIII  
MS/ceb

DISTINGUISHING FEATURES OF THE CLASS: The work involves organizing, developing and administering an emergency civil defense and natural disaster program for the County. Under the general direction of the Commissioner of Emergency Services, the incumbent is responsible for developing and coordinating the procedures to combat any type of natural disaster that may occur. The incumbent directs operations in natural disaster emergencies and exercises supervision over a small technical/clerical staff and potentially over a large number of volunteers during a natural disaster or simulated disaster training exercise. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs the recruitment and organization of a large staff of volunteers in the various phases associated with civil defense and natural disaster programs;  
Analyzes the need for, and directs the procurement of, facilities and services required to carry out a comprehensive civil defense and natural disaster program;  
Conducts periodic meetings with local officials to review special natural disaster problems, procedures and directives;  
Directs the distribution of civil defense and natural disaster literature and directs the utilization of all media for public information, education and training;  
Attends seminars and training sessions dealing with civil defense and natural disaster problems;  
Researches all State and Federal programs available to assist areas hit with natural disasters;  
Directs all phases of a civil defense and/or natural disaster program during an emergency.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of organization practices; thorough knowledge of command and control methods; good knowledge of recruitment, equipping, and training methods; good knowledge of organization of government, particularly State and local; familiarity with civil defense and disaster control methods; ability to effectively organize large scale operations; ability to conduct promotional and public relations activities; ability to meet and deal with people effectively; ability to present ideas and informational materials clearly and forcefully through both the spoken and written word; initiative; imagination; tact; resourcefulness; physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and six (6) years of experience in an administrative or professional capacity in an occupation which required the establishment, and/or execution of policies relating to civil defense, disaster preparedness and/or public safety; or
- B) Graduation from high school or possession of a high school equivalency diploma and eight (8) years of experience in an administrative or professional capacity in an occupation which required the establishment, and/or executive of policies relating to civil defense, disaster preparedness and/or public safety; or
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.